

Brigade Command Policy # 03-03

AFZN-BA-CO

MEMORANDUM FOR 1st Brigade, 1st Infantry Division (Mech)

SUBJECT: Quarterly Training Briefs (QTBs)

1. PURPOSE: This policy outlines standard procedures for conducting BCT quarterly training briefs.
2. Battalion Quarterly Training Briefs. Battalion QTBs will be presented to the brigade commander 6 weeks prior to the start of the quarter. The Brigade S-3 will schedule these with the battalions for a two hour period per battalion. The format and content will be as stated in the quarterly instructions issued by the S-3. Battalion Commanders and CSMs will brief their standard packets, as to be briefed at the Brigade and Installation QTBs. Additionally, each company commander will brief one major event for the quarter, formatted to display implementation of the 8 step training model. One First Sergeant will brief the individual training program and status for his / her company. Packets, including all briefing slides are due to the Brigade S-3 48 hours prior to the briefing. Attendees for battalion QTBs are: Battalion Commander, Battalion CSM, Battalion S-3, all company commanders, all first sergeants. The HHC, Brigade company commander will brief as part of the BCT QTB.
3. Brigade Quarterly Training Briefs. Brigade QTBs will be scheduled for a three hour period by the Brigade S-3 and will occur approximately one week prior to the Installation QTB. The Brigade QTB is the final review of content and format prior to the Installation QTB. The content and format are as directed by Installation, to include battalion commander and CSM briefs. For each of the major event briefing slides the concept sketch will be designed to display the implementation of the 8 step training model. Final QTB packets are due to the Brigade S-3 NLT 48 hours prior to the Brigade QTB. Attendees for the Brigade QTBs are: Battalion Commanders, Battalion CSMs, S-3s, and separate company commanders.
4. I reserve the authority to excuse required attendees to all QTBs.
5. "Devil Brigade!"

//original signed//
BART HOWARD
COL, AR
Commanding